The National Black Lesbian and Gay Leadership Forum
1219 S. LaBrea
Los Angeles, California 90019

Fax Cover Sheet

DATE:	October 11, 1998	**TIME:**	6:30 PM
TO:	Craig Washington AID Atlanta	**PHONE:** **FAX:**	404 872 0600 404 885-6799
FROM:	Phill Wilson AIDS Prevention Team	**PHONE:** **FAX:**	323 666-1051 323 666-8846
RE:	Budget for AIDS Update in Atlanta		
CC:	Christopher Smith		

Number of pages including cover sheet: 1

Message

Craig,

I hope things are going well in Atlanta. I'm on my way to Baltimore today. Here is the Budget for the Atlanta Update you requested. If you have any questions, call me at 323 666-1051 and leave a message.

Phill

Description	Budget
Audio Visual	$300.00
Food and Beverage	$700.00
Childcare	$300.00
Incentives	$300.00
Printing	$200.00
Room Rental	$300.00
Total	$2100.00

If you need to make modifications between line items, let me know. For example, I know you won't need the $300.00 for childcare. If you need that in a category I missed we can do that. I also need to know when payment needs to be made. Can vendors bill the Forum? Will I need to bring checks with me? Are we reimbursing you or AID Atlanta? In any event I need original receipts and/or invoices.

SPELMAN COLLEGE

350 Spelman Ln., SW Box 1683
Atlanta, Georgia 30314
(404) 223-1454
(404) 223-1439 Fax

INVOICE NO: 5
DATE: October 19, 1998

To:

Atlanta
1438 W Peachtree St. NW Suite 200
Atlanta, GA 30309

Ship To:

Cosby Building
350 Spelman Lane, SW
Atlanta, GA 30314

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
B. Dalton	5373	10/23/98	Tables & Chairs Inc.		Upon Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
20	Tables (8 Ft.)	7.75	155.00
25	Chairs	.85	21.25
		SUBTOTAL	$221.15
		SALES TAX	..
		SHIPPING & HANDLING	45.00
		TOTAL DUE	221.15

Make all checks payable to.Spelman College Account # 6110022470827
If you have any questions concerning this invoice, call: Contact Name, Phone Number

THANK YOU FOR YOUR BUSINESS!

OCT-20-98 TUE 8:17 AMERICAN RED)CR FAX NO. 4045753081 P. 02/02

AHS

Bill Review Services
Worker's Comp/Liability

Phil
Wilson
FAX 323-666-8846

P.O. Box 889216 · Atlanta, GA 30356 · **770-730-8800** · **FAX 770-730-9055**

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